

DelDOT

Roads,
Bridges,
Public Transit &
Aeronautics

If you are joining our agency, or are considering employment with the Delaware Department of Transportation (DelDOT), we hope this brochure will help answer many of your questions about DelDOT employment benefits. Space does not allow us to address all the specific requirements for eligibility or fully explain every benefit option.

For more details about specific benefits programs, contact your Section Personnel Representative or the DelDOT Human Resources Section at (302) 760-2011.

Eligible DelDOT Employee Benefits Include...

Health, Dental & Life Insurance

Educational Assistance

Blood Bank

Pension & Deferred Compensation

Credit Union, Savings Bonds,
Direct Deposit

Delaflex Option Accounts

Paid/Unpaid Leave of Absence



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DelDOT Benefits

a **Comprehensive
Package**



Delaware Department
of Transportation



Insurance Programs

Health, Dental & Life

Available to eligible permanent full-time, permanent part-time (30 hours per week), and limited term employees through payroll deduction.

HEALTH INSURANCE

Choose the plan that's best for you:

- Blue Cross Comprehensive
- Staff Model HMO
- Independent Practice Association
- First State Health Plan
- Basic
- Principal Health Care

All eligible employees can participate immediately, provided the employee pays both the State and employee shares. After 3 months of employment, permanent employees pay only the employee share. You must sign up for coverage within your first 10 days of employment, or wait until open enrollment in May.

DENTAL INSURANCE

Coverage is under Blue Cross DentaHealth Plus and United Concordia. You must sign up for coverage within your first 10 days of employment, or wait until the open enrollment period in the Spring.



Educational Assistance

Available to permanent full-time, permanent part-time employees.

Subject to prior approval and availability of funds, reimbursement will be made for satisfactory completion of work-related courses. DelDOT must be reimbursed if employee leaves within 1 year of course completion. DelDOT will reimburse tuition costs and related fees only. Employee must pay for books, parking fees and transportation costs.



Financial Programs

Retirement & Others

PENSION

A pension benefit is available to permanent full-time, and permanent part-time employees who work at least 50 hours per month. Employees contribute 3% of their annual compensation in excess of \$6,000 plus 2% of compensation in excess of Social Security Wage Base.

If you leave State service before retirement, you may withdraw your pension contributions, elect to freeze your contributions in anticipation of future State employment, or if you have 5 years of service, you may apply for a vested pension that will be payable in the future.

DEFERRED COMPENSATION

Deferred compensation is available to all employees through payroll deduction. Deferred compensation is a voluntary investment plan to supplement retirement income and to defer taxable income.

SAVINGS BONDS

Savings bonds are available to all employees through payroll deduction.

DIRECT DEPOSIT

Direct Deposit is a condition of employment for all full-time employees hired after January 1, 1996.

Deposit of your paycheck will be made to checking or savings accounts in banks located in the state, as well as some out-of-state banks.

CREDIT UNION

Delaware State Employees Federal Credit Union membership is available to all employees. The cost to join is \$5.00. Once you join, you can always be a member. And, your spouse, children, stepchildren, brothers, sisters and parents can all become members. Programs include:

- Premier or Classic Visa Cards
- Payroll Deduction/Direct Deposit
- Interest Checking
- Savings - Shares, Christmas Club & Vacation Club
- Personal, Home Equity, Vehicle & Share-Secured Loans
- Overdraft Protection
- Individual Retirement Accounts & Certificate of Deposit Investments

DELAFLX

Delaflex provides a Premium Conversion Plan featuring automatic deduction of health, life and dental insurance premiums prior to taxing income.

Delaflex also offers options available to permanent full-time employees who wish to use pre-tax dollars for eligible benefit expenses.

- Health Care Spending Account -
Yearly optional enrollment to set aside pre-tax dollars for eligible health care expenses (optional)
- Dependent Care Spending Account -
Yearly optional enrollment to set aside pre-tax dollars for eligible dependent care expenses (optional)



Leave Programs

Paid & Unpaid

FAMILY & MEDICAL LEAVE ACT

Federal law provides job protection and continuation of existing state share health insurance for up to 12 weeks of leave, paid or unpaid, to an eligible employee for qualifying events. These events can include birth or adoption, and serious illness of an immediate family member, or of the employee.

DONATED LEAVE PROGRAM

The Donated Leave Program allows eligible employees to donate accrued sick leave and annual leave to a Donated Leave Bank or to another eligible employee with a catastrophic illness, who has been on an approved leave of absence for more than 5 weeks.

ANNUAL & SICK LEAVE

Annual leave for full-time merit employees accrues from 0 - 9 years of service at a rate of 9.50 hours per month, 10 - 14 years of service at 11.25 hours per month and 15+ years of service at 13.25 hours per month. Sick leave accrues at a rate of 9.5 hours per month.

HOLIDAYS

There are 12 legal holidays per year, plus Election Day and, for Sussex County, Return Day, in election years, plus any other day the Governor may designate.

COMPASSIONATE LEAVE

There are 3 paid workdays off for eligible employees for death in the immediate family; 1 paid workday to attend the funeral of a near-relative.

MILITARY LEAVE

15 paid workdays per year for eligible employees for National Guard or Reserve duty.

JURY DUTY/ WITNESS

Paid leave is provided to eligible employees who are required to report for jury duty or to appear as a witness if subpoenaed. If the employee appears on their own behalf, the employee may be excused without pay or may request annual leave.

OTHER LEAVES

Paid leave is also available for exams required for Merit positions, interviews for State classified positions, delegates at union conventions, volunteer fire duty, and U.S. Olympic competition.

EDUCATION LEAVE

(May be paid or unpaid, depending on circumstances.) Leave to pursue special work or training directly related to employment.

PERSONAL LEAVE

May be approved for up to 1 year; and in exceptional cases, may be extended to a maximum of 2 years. The employee may continue health insurance by paying both the State and employee cost of coverage.